



REQUEST FOR PROPOSAL

NEW MAIN PUBLIC LIBRARY

5/S

SAN FRANCISCO CIVIC CENTER



San Francisco Public Library

Government Information Center

San Francisco Public Library

10 Larkin Street, 5th Floor

San Francisco, CA 94102

REFERENCE BOOK

as taken from the Library

DOCUMENTS DEPT.

JAN 6 1989

SAN FRANCISCO
PUBLIC LIBRARY

= Public Library Commission

CITY AND COUNTY OF SAN FRANCISCO
DECEMBER 27, 1988

D

REQUEST FOR PROPOSAL

NEW MAIN PUBLIC LIBRARY SAN FRANCISCO CIVIC CENTER

DOCUMENTS DEPT.

JAN 6 1989

SAN FRANCISCO
PUBLIC LIBRARY

Public Library Commission

CITY AND COUNTY OF SAN FRANCISCO
DECEMBER 27, 1988

REQUEST FOR PROPOSALS
NEW MAIN LIBRARY BUILDING
SAN FRANCISCO, CALIFORNIA

1. GENERAL NOTES

- a) The Board of Supervisors, the Chief Administrative Officer (CAO), the Library Commission and the Department of Public Works of the City and County of San Francisco are interested in securing the services of an architectural/engineering firm or association of firms to provide a complete range of architectural/engineering services for the design and construction of a new Main Library Building to be located in the San Francisco Civic Center.

The firm selected will coordinate the preparation of the design with the programming services of a library consultant selected by the City and County.

- b) The central portion of the Civic Center comprises one of the finest collections of public buildings in the Nation. The predominant architectural style is in the Beaux Arts tradition, capped by the French Renaissance City Hall. The Center is included in the National Register of Historic Places. (See Appendix A regarding Designs Guidelines.)
- c) The City is concerned that the existing 71 year old library facility, faced with changing needs in information delivery systems, expanding resource requirements, and flexibility no longer adequately serves the citizens of the City.
- d) To this end, a bond issue in the amount of \$109,500,000 was approved by the voters of the City of San Francisco on November 9, 1988 for a new Main Library Building and the upgrading of various branch libraries. This Request for Proposal does not include work on the branch libraries.
- e) This is a Request for Proposals only, and is not a design competition.

2. SCOPE OF PROJECT

- a) The New Main Library will be built on the block known as Marshall Square, the only remaining underdeveloped block in the Civic Center. The block occupies the south east corner of the Civic Center and is bordered by Larkin Street, Fulton Street, Hyde Street and Grove Street.

- b) The New Main Library will be approximately 80 feet high, contain 2 basement levels and 5 above grade levels and contain approximately 400,000 gross square feet.

The gross area of the Marshall Square site is 90,259 square feet. The site is owned by the City and County of San Francisco.

- c) An existing loading ramp for the Brooks Hall exhibition space located under the Civic Center Plaza shall be relocated and integrated within the new Main Library Building.
- d) The preliminary estimate for the construction cost for this project is \$80,000,000. The balance of the available project funds covers escalation, fees, art enrichment, testing, inspection and construction management.

3. RESOURCES & REFERENCE MATERIAL

- a) This RFP consists of the following:

- 1. RFP, Pages 1-10.

- 2. Maps (Part of RFP).

- a. Civic Center location map.

- b. Civic Center building location map.

- 3. Appendix A

- a. S.F. Civic Center Architectural Design guidelines.

- 4. Appendix B

- a. Human Rights Commission (HRC) Highlights and Clarifications.

- b. HRC Affirmative Action Program for Architectural/Engineering (A/E) Consulting Contracts, August 8, 1985.

- c. HRC Section 12B.

- d. HRC Section 12D.

- e. South African Affidavit.

- g. HRC Forms 1, 2, 3, and 6.

NOTE: Chapters 12B and 12D of the San Francisco Administrative Code are incorporated herein. The failure of any proposer to comply with these requirements shall be determined a material breach of contract. Copies can be obtained by calling the HRC office at (415) 558-4901.

- b) Information available to those prime consultants who will be submitting RFP's:

1. Bond Program Report.

- c) Information available to those firms selected for oral interviews:

1. Preliminary programming documents.

4. SUBMITTALS

Firms, associated groups of firms, or joint ventures, capable of performing the required services may submit proposals to Mr. Norman M. Karasick, City Architect, San Francisco City Hall, Room 265, San Francisco, California, 94102, telephone number (415) 554-6512. Submittals shall include four sets of the following and are due by March 15, 1989:

- a) A letter of interest. The letter should provide (a) three references, (b) a brief outline of library experience and/or other significant governmental or private structure of this magnitude which qualifies the firm to perform services for this project.
- b) GSA Standard Form 254, "Architect-Engineer and Related Services Questionnaire".
- c) GSA Standard Form 255, "Architect-Engineer and Related Services Questionnaire for Specific Project".
- d) Human Rights Commission forms 1, 2, 3 and 6. (Please note that firms are not required to submit HRC A/E Form 3 with the proposal for this contract.) Any questions regarding the Human Rights Commission program should be directed to Linda Chin, (415) 558-4901.
- e) Submit a one sheet resume of all firms associated with the submittal. Include name of firms, discipline, and any local, minority or women-owned designation.
- f) A statement in writing describing your philosophy in design and organization relating to this facility in



Digitized by the Internet Archive
in 2014

<https://archive.org/details/requestforpropos2719sanf>

this location utilizing your proposed professional resources.

- g) For those firms selected for oral interviews, a concept drawing(s) illustrating the firm's design philosophy for the project is to be submitted and discussed at the oral interview, but the drawing(s) does not necessarily need to reflect a final building design. Any such presentation(s) shall be limited to one 30" x 40" board.

An approximate range of Architect/Engineering fee should be included at the time of the oral interviews in a sealed envelope. The envelopes will not be opened until after the CAO has designated the most qualified firm and authorized City's staff to negotiate an agreement.

5. EVALUATION CRITERIA

Submittals shall include materials which will inform the City as to qualifications for the criteria listed below. Submittals shall address the criteria in the same order as listed below.

- a) Capability to perform all aspects of the project. Briefly summarize the firm's historical background, its focus, principals, size, scope and nature of services routinely provided on projects of this nature. Include an outline of the firm's current and past four years' volume of design work, together with employment levels.
- b) Recent experience in library programming, planning, design and construction, and/or other significant government or private structures similar in magnitude and importance to this new library. Bibliography of projects shall include the following information:
 - 1. Location.
 - 2. Project Description.
 - 3. Client.
 - 4. Cost of Project.
 - 5. Specific service performed by firm or members of the team submitting the proposals and their roles and responsibilities.
 - 6. Indicate (if applicable) "repeat clients" and type of services provided. If the firm submitting was not the principal firm in charge, it should be so noted. Include identification of the principal firm.

7. Date of construction, completion, or proposed completion date.
 8. References of those persons familiar with the projects as the representatives of the clients. List name, title, address and phone number.
- c) Professional background and caliber of personnel. (Specific individuals, their role, and their commitment to this particular project are to be discussed.)
 - d) Qualifications of outside consultants.
 - e) Recent examples of visual design excellence.
 - f) Quality of completed projects.
 - g) Reputation for integrity and competence.
 - h) Capability to meet deadlines.
 - i) Capability to complete projects without cost overruns (include cost management and control procedures).
 - j) Current workload.
 - k) Familiarity with the geographic location of the project. Identify other clients in the San Francisco area for which you have performed services. (Under Human Rights Commission regulations, local firms receive a 5% preference.)
 - l) Experience working with government agencies.
 - m) All proposals must clearly state the Minority Business Enterprise (MBE) Women Business Enterprise (WBE) and Local Business Enterprise (LBE) participation in responsible areas of professional services. This information should be incorporated into the Human Rights Commission forms. Note that the City allows a 5% preference for local prime consultants, and a 5% preference for either women or minority prime consultants, with a maximum total preference of 10%. Subconsultant requirements are under a separate HRC program as described in the Appendix B. All firms must be in compliance with HRC requirements to remain in the selective process.
 - n) Overall evaluation of the submittal.

6. AFFIRMATIVE ACTION PROGRAM

Consultant will be required to comply with the attached Affirmative Action Program (see Appendix B).

For any questions regarding these requirements contact Ms. Linda Chin, of the Human Rights Commission, (415) 558-4901.

7. SELECTION PROCESS

a) Screening

A Technical Screening Committee will review submittals and, based on the evaluation criteria, will select approximately six firms for oral interviews by a Selection Advisory Committee. No oral interviews will be held during this phase.

Those firms selected for oral interviews will be reviewed by the Human Rights Commission for compliance with its requirements. No firm will be recommended for further consideration without the Commission's approval.

b) Final Selection

The Selection Advisory Committee will interview the firms picked for oral interviews by the Technical Screening Committee. A written ranking will be prepared by the Selection Advisory Committee for each firm according to a pre-set listing of criteria. From this list, the Selection Advisory Committee will select the three most qualified firms.

The Selection Advisory Committee, or a sub-committee thereof, may choose to visit several of the buildings offered as reference by the three most qualified firms. This site visit would occur after the oral interviews. It will be necessary, if this occurs, to require the prime consultants and/or their subconsultants to provide liaison support for these visits.

The Selection Advisory Committee will prepare a written report to the CAO ranking the three most qualified firms in order of preference and the rankings of all other firms reviewed by the Committee.

The CAO will submit to the Human Rights Commission the written rankings of all firms reviewed by the Selection Advisory Committee for application of any appropriate preference points. This action by the Commission will determine the final point rankings.

The CAO, with the concurrence of the Library Commission, will authorize the City's staff to negotiate an agreement for services with the most qualified firm. If it is not possible to complete negotiations with this designated firm, the City may

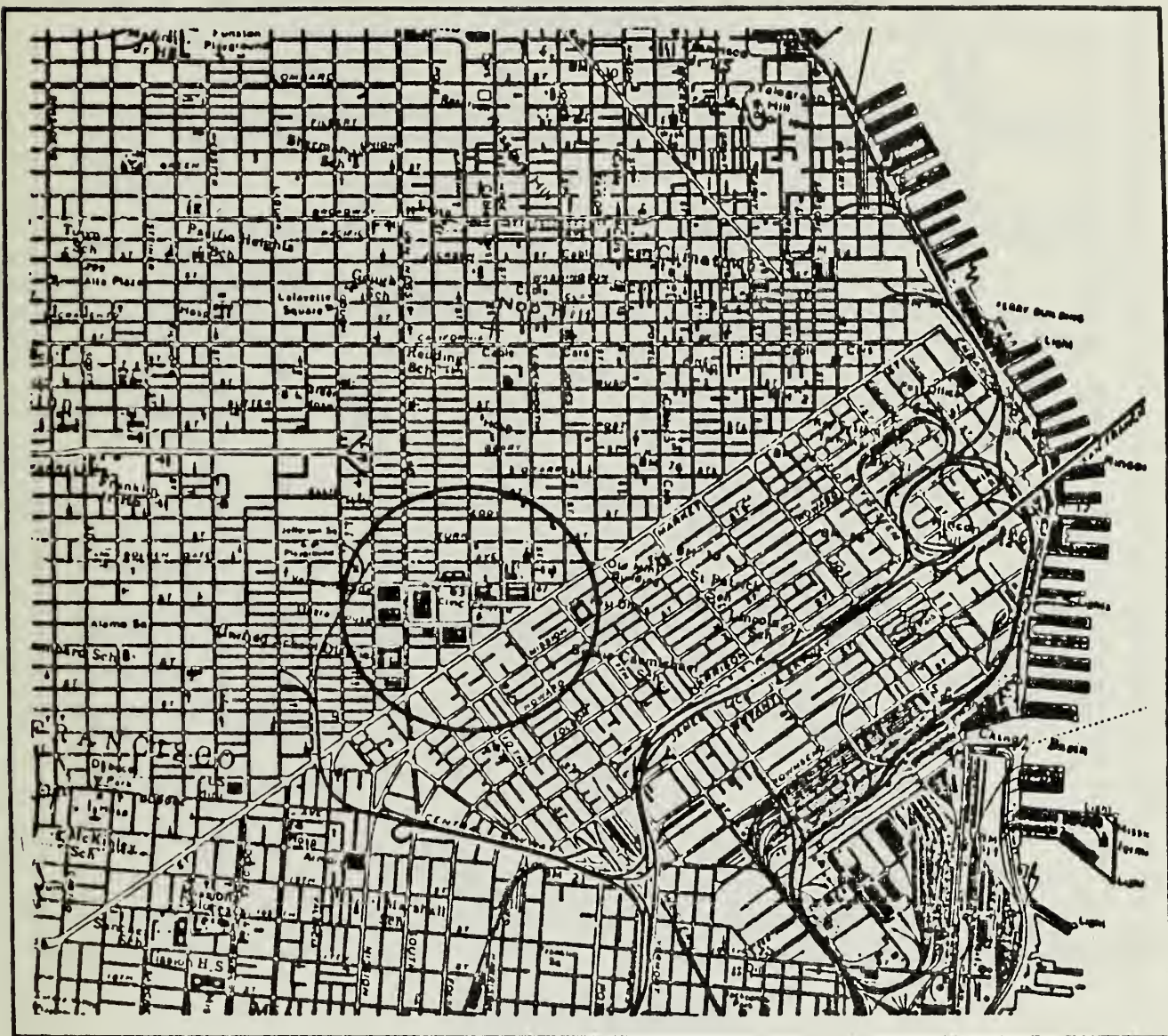
elect to proceed to the second most qualified firm.

The oral interview criteria will be based on the evaluation criteria shown under Paragraph 5 and will include the concept drawing(s) illustrating the firm's design philosophy for the Marshall Square site.

NEW MAIN LIBRARY BUILDING
ARCHITECT-ENGINEER SELECTION
PROPOSED SCHEDULE

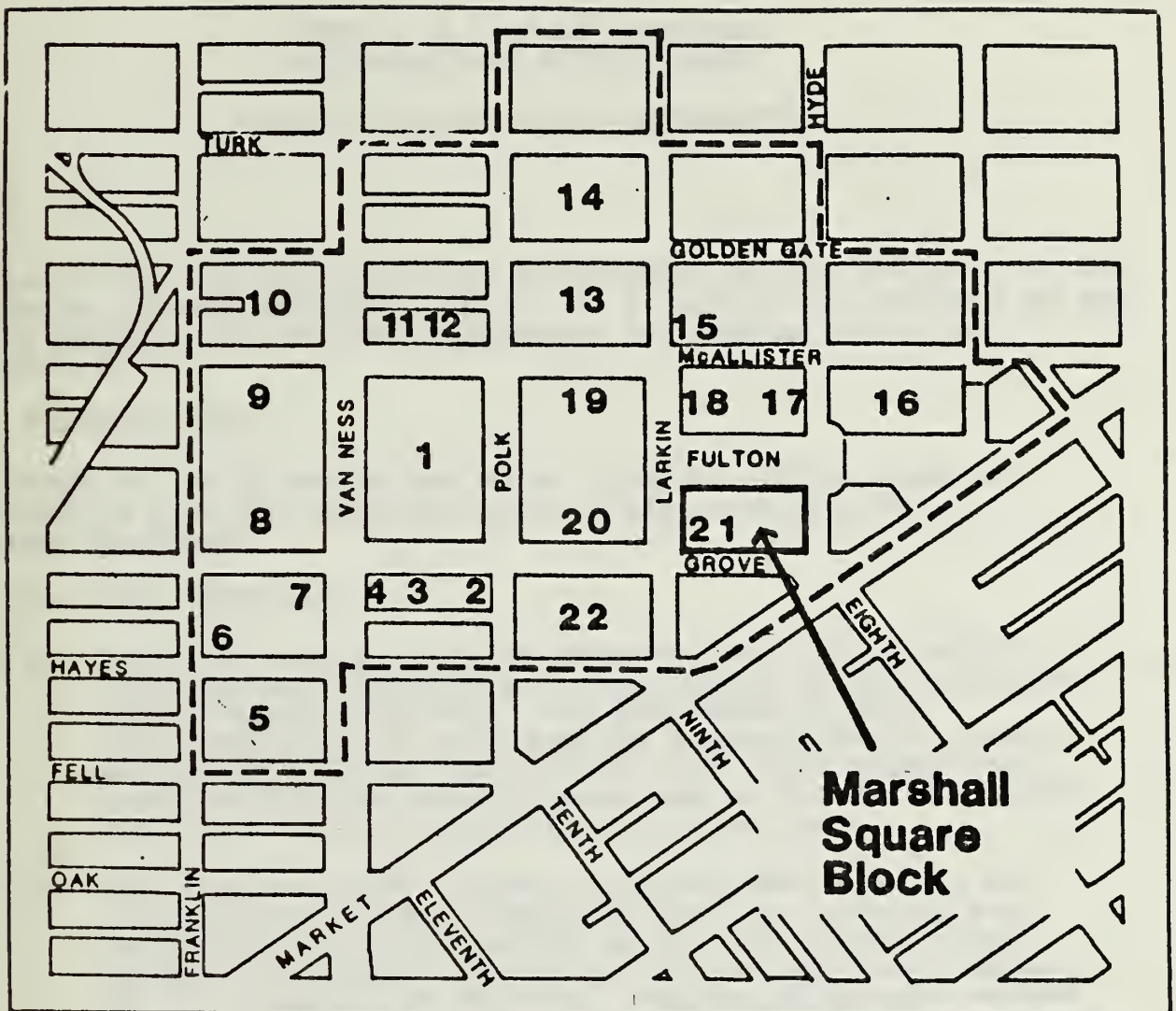
	<u>DATE</u>
1. Advertise RFP	Nov.-Dec. 1988
2. Respondee Request RFP	Dec. 1 to Feb. 1, 1989
3. Orientation Meeting for Respondee	Feb. 15
4. Due Date for RFP submittal to City	Mar. 15
5. Technical Screening Committee review and selection of finalists for oral interviews	Mar. 15 to Apr. 7
6. HRC review	Apr. 7 to May 1
7. Oral interviews by Selection Advisory Committee	May 1 to May 7
8. Selection of A & E Team	May 21
9. Negotiation of Contract	June 1
10. HRC and Civil Service Review	June 15
11. Certification of Contract	June 15, 1989*

* Depends upon the date of bond sale and appropriation of bond funds.



Location Map

San Francisco Civic Center



CIVIC CENTER

City, State and Federal Buildings

- | | |
|------------------------------|---------------------------|
| 1. City Hall | 12. 450 McAllister Street |
| 2. Public Health | 13. State Buildings |
| 3. Art Commission Gallery | 14. Federal Building |
| 4. 240 Van Ness Avenue | 15. Steam Plant |
| 5. Unified School District | 16. Old Federal Building |
| 6. Zellerbach Rehearsal Hall | 17. 45 Hyde Street |
| 7. Davies Symphony Hall | 18. Main Library |
| 8. War Memorial Opera House | 19. Civic Center Garage |
| 9. Veterans' Building | 20. Brooks Hall |
| 10. State Building | 21. 100 Larkin Street |
| 11. 460 McAllister Street | 22. Civic Auditorium |

Located underneath
Civic Center Plaza

APPENDIX A

NEW MAIN LIBRARY BUILDING SAN FRANCISCO CIVIC CENTER

ARCHITECTURAL DESIGN GUIDELINES

To guide the consultant in the development of the concept for the new main library building within the architectural context of the Civic Center, the following planning principles are to be followed:

1. Building Mass.

The mass of the proposed new main library building must be compatible with the building mass of the existing Main Library building.

2. Building Envelope.

- a. The conice height of the proposed new main library building must conform with the height of the existing Main Library building. The placement of roof appurtenances, if any, must be accomplished in such a manner to minimize their visibility from pedestrian areas within the Civic Center and be within the height provisions of the City Planning Code; and
- b. The proposed main library building must conform to established building setbacks for the existing Main Library building on Larkin Street and along Fulton Street, including the "notch" at the northwest corner of Hyde and Fulton Streets. The building will extend to the street line along Hyde and Grove Streets, except as it may be modified to accommodate the Pioneer Monument.

3. Landscaping Plan.

For the exterior portions of the Marshall Square block which are not occupied by the new main library building, the landscaping plan for the Larkin and Fulton Streets frontages is to be compatible with the pattern established for the existing Main Library building, especially along the Fulton Street frontage after the relocation of the Brooks Hall access ramp. The consultant may suggest an alternate which changes the landscaping pattern for the existing Main Library to conform with a new proposal for the entire project area.

4. Building Design.

The following design principles are to ensure that the new library building will be noble in character, compatible with existing monumental buildings in the Civic Center and enhance the sense of architectural unity of the Complex. Application of these principles is most critical on the Fulton and Larkin Streets facades, but greater divergence may be tolerable on the Grove and Hyde Streets facades. These principles, however, can be translated into a contemporary equivalent keeping the same sense of weight and mass of existing monumental buildings in the Center, while achieving a compatibility with these buildings:

- a. The major horizontal divisions of the Main Library building should be respected, i.e. cornice lines, roof line, base line, rustication and podium;
- b. If used, architectural elements as columns, pilasters, arches, etc., should be similarly proportioned to the existing buildings;
- c. Similar scale to the other primary buildings should be employed in entrances, window size and spacing, reveals and shadow highlights and relationships of voids to masses;
- d. Color and extent of colors shall be roughly equivalent to existing buildings;
- e. Materials and textures shall reflect the existing Civic Center palette in scope and proportion;
- f. The principal interior public spaces shall be of a design, scale and material selection to achieve compatibility with special spaces located in other monumental buildings in the Center; and
- g. The Larkin Street entrance to the new main library building must be symmetrical with the entrance to the existing Main Library building with respect to the City Hall/United Nations Plaza axis.

APPENDIX B

INCLUDES:

- a. Human Rights Commission (HRC) Highlights and Clarifications.
- b. HRC Affirmative Action Program for Architectural/Engineering (A/E) Consulting Contracts August 8, 1985.
- c. HRC Section 12B.
- d. HRC Section 12D.
- e. South African Affidavit.
- f. HRC Forms 1, 2, 3, and 6.

NOTE: Chapters 12B and 12D of the San Francisco Administrative Code are incorporated herein. The failure of any proposer to comply with these requirements shall be determined a material breach of contract. Copies can be obtained by calling the HRC office at (415) 558-4901.

APPENDIX B

AFFIRMATIVE ACTION PROGRAM

The following paragraphs A, B, C, D & E are highlights and/or clarifications of the attached Affirmative Action Program for Architecture/Engineering (A/E) Consulting Contracts - DPW. All questions concerning the requirements, procedures, and/or preference ratings should be directed to the Human Rights Commission, Mr. Linda Chin (415) 558-4901.

HIGHLIGHTS AND CLARIFICATIONS

Consultant will be required to comply with the attached affirmative Action Program.

A. The following goals are established for this contract.

1. Small Minority Business Participation Goals (SMBE)

A goal of 30% of the total contract amount for each City and County project will be awarded to small minority businesses.

Consultants should make every effort to achieve a balanced ethnic representation on their project team.

2. Small Woman-Owned Business Participation Goals (SWBE)

A goal of 10% of the total contract amount for each City and County project will be awarded to small woman-owned businesses.

3. In meeting the SMBE/SWBE participation goals, subcontracting to a small minority woman owned firm(s) will be counted, with the approval of the HRC, toward meeting either the SMBE goal or the SWBE goal on a case by case basis.

B. Additional Requirements for Minority and Women-Owned Business Participation on Project Where the Total Contract Amount Exceeds \$1 Million.

1. To meet the goals, prime consultants shall make every good faith effort to include small MBE/WBE in all major consulting areas on large projects. This shall be accomplished as follows:

(a) Prime consultants who do not qualify as SMBE/SWBE shall award to small MBE/WBEs a fair share of their scope of work.

(b) Subconsultants who do not qualify as SMBE/SWBE

and whose fee exceed 10% of the total contract amount shall award to small MBE/WBEs a fair share of their scope of work.

C. Rating Preference

The City and County of San Francisco approved legislation which became effective on August 10, 1984, known as the Minority/Women/Local Business [MBE/WBE/LBE] Utilization Ordinance (Chapter 12D of the San Francisco Administrative Code). The Ordinance is intended to increase the opportunities for minority, women and locally-owned for profit businesses to compete and participate successfully in the purchasing and contracting activities of the City and County of San Francisco both by themselves and in joint venture. Pursuant to the Ordinance, the following ratings preferences will be in effect for the award of this contract. The preference applies at each level of the selection process: qualifications; proposals; oral interview. After consultants have been scored at each of these levels, the ratings preference will be applied to the scores as follows:

- 5% for each MBE/WBE/LBE submitting a proposal as a prime consultant.

- 10% for each MBE or WBE submitting a proposal as a prime consultant that also qualifies as an LBE.

In the case of joint ventures, the ratings preference shall be applied as follows:

- 5% for a joint venture in which the participation of MBE/WBE equals or exceeds 35%.

- 5% for a joint venture in which the participation of local businesses equals or exceeds 51%.

- 10% for a joint venture where the participation of MBE/WBE equals or exceeds 35% and the participation of LBE in the same joint venture equals or exceeds 51%.

The ratings preference is based on the highest score attained by a proposal; that is 5% or 10% [as applicable] of the highest score attained by any proposal is added to the score of eligible MBE/WBE/LBE proposers.

D. Counting Joint Venture Participation to Meet the MBE/WBE Goals.

The Rules and Regulations implementing Chapter 12D of the San Francisco Administrative Code require that:

1. The MBE or WBE Joint Venture (JV) Partner must be responsible for a clearly defined portion of the work to be performed. This portion must be set forth in detail separately from the work to be performed by the non-MBE or non-WBE JV partner.
2. The MBE or WBE JV Partner's work must be assigned a commercially reasonable dollar value.
3. The MBE or WBE JV Partner must share in the ownership, control, management responsibilities, risks and profit of the JV.

Provided the above conditions are met, HRC will review the management plan of joint ventures on a case-by-case basis. However, two formats have been pre-approved by HRC:

- a. The joint ventures partners share the prime consultant's work between them and jointly manage and administer the project. As the prime consultant's work is seldom in excess of 50% of the project, it became clear that this formula effectively eliminated the ratings preference. Therefore, the HRC will calculate MBE/WBE/LBE participation in the joint venture as a percentage of the work to be performed by the JV partners themselves (rather than as a percentage of the total contract) in order to determine eligibility for the preference and for other forms of MBE/WBE credit. In order to calculate the amount of work to be performed by the joint venture partners, the joint venture should deduct the amount of work to be performed by subconsultants from its total contract amount.

Example

Total Contract:	\$ 1,000,000
Less Subconsultants:	\$ 500,000
Amount of work to be performed by the JV	<u>\$ 500,000</u>
MBE/WBE/LBE task in the JV	\$ 260,000
MBE/WBE/LBE %age participation in the JV work [\$260,000 - \$500,000]	52%

Therefore, the joint venture is eligible for a 10% ratings preference and 52% MBE and WBE credit toward the project goals.

- b. The joint venture partners divide the project into smaller increments and each joint venture partner

manages a separate portion of the project.

-Each increment must be a logical portion in terms of the division of work.

-Each joint venture partner should manage a team of subconsultants in accomplishing his/her portion of the work.

E. Associations

HRC recognizes that insurance for joint ventures in the A/E consulting field is extremely difficult to obtain and has resulted in the virtual elimination of joint ventures for MBE/WBE on A/E projects. HRC also recognizes that associate consultants, while functioning in a similar manner to joint venture partners, can avoid the insurance problems of joint ventures in that one or both of the associate consultant's existing insurance policy can be notified to cover the project. Therefore, associate consultants (although not a classic joint venture) may apply for and receive a joint venture rating preference under the following conditions:

-The associate consultants must jointly sign the contract with the City. Any other arrangement has to be approved on a case by case basis by the City Attorney and will not automatically be approved.

-The associate consultants must share profit and loss on the entire project proportionate to their share in the association.

-The associate consultants must meet all other HRC criteria for joint ventures and the ratings preference with the exception of a joint insurance premium.

If an RFP has been issued for this project, the consultant will make every good faith effort to utilize minority and female owners in the preparation and oral presentation of the proposal.

The Consultant will make every good faith effort to utilize minority and female owners in the negotiation and management of this contract.

For any questions regarding these requirements contact Ms. Linda Chin of the Human Rights Commission, (415) 558-4901.

